

Directed Enhanced Services User Guide

Emergency Hormonal Contraception

Contents

1. Contents	2
2. General Information	3
2.1 Accessing the website	3
2.2 Logging on	3
3. Sexual Health	5
3.1 Add New Claim	5
3.2 Current Month Claims	5
(i) Amend an existing Claim	5
(ii) Delete an existing Claim	6
3.3 Previous Months Claims	6
3.4 Submitting Claims	6
4. Contact	7

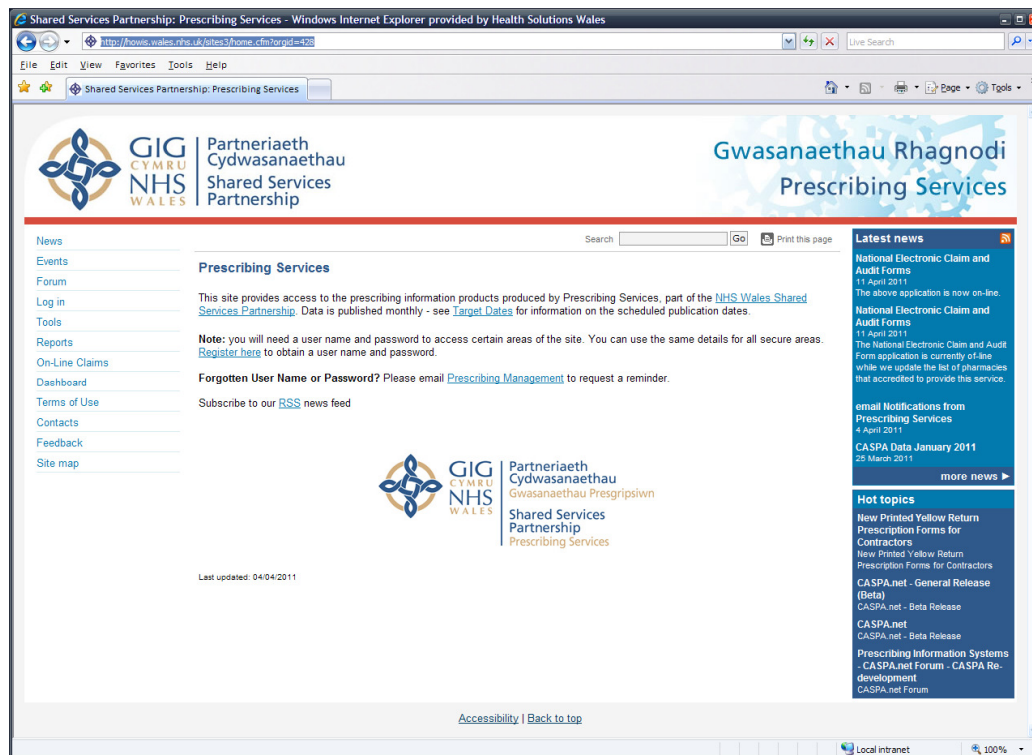
2. General Information

2.1 Accessing the website

The Prescribing Services website can be accessed from the link below:

<http://howis.wales.nhs.uk/sites3/home.cfm?ORGID=428>

You will be presented with the following screen:

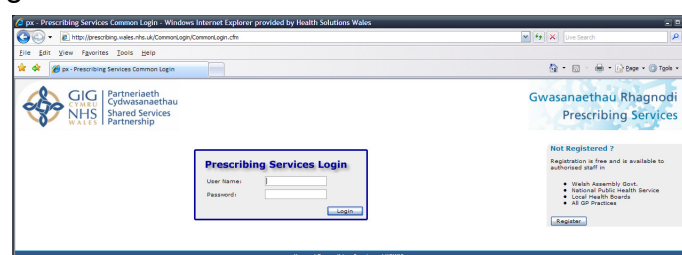


You will need to be registered in order to access the Electronic Claims section of the website.

A login name and password has been provided to each pharmacy in Wales providing the EHC service. If you have not received a login name and password please contact us on 029 2050 2579 or email us at prescribing.management@wales.nhs.uk

2.2 Logging on

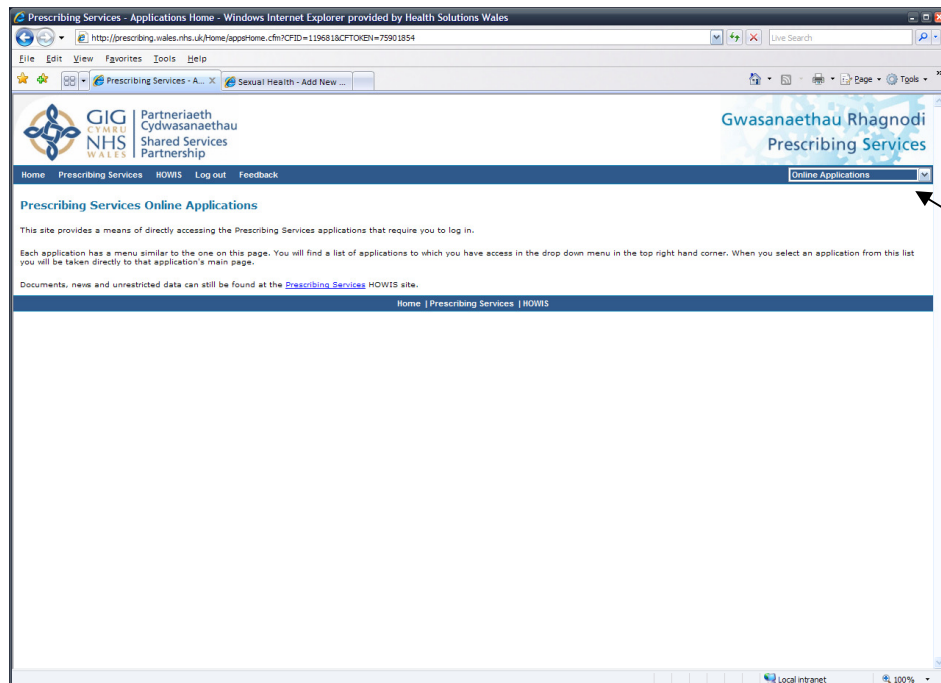
Click on **Log In** at the left-hand side of the page. You will then be prompted to enter your login details.



If you are not yet registered, click on the **Register** link on the right-hand side of the screen. To request a reminder of your login details, please email prescribing.management@wales.nhs.uk stating your name and pharmacy code (beginning 60).

N.B. If you are experiencing difficulty viewing the login screen, it is likely that our site is restricted by your system's firewall. In this case, you will need to contact your N3 service provider to request that the restriction is lifted. If required, the IP address for this site is 10.56.145.46.

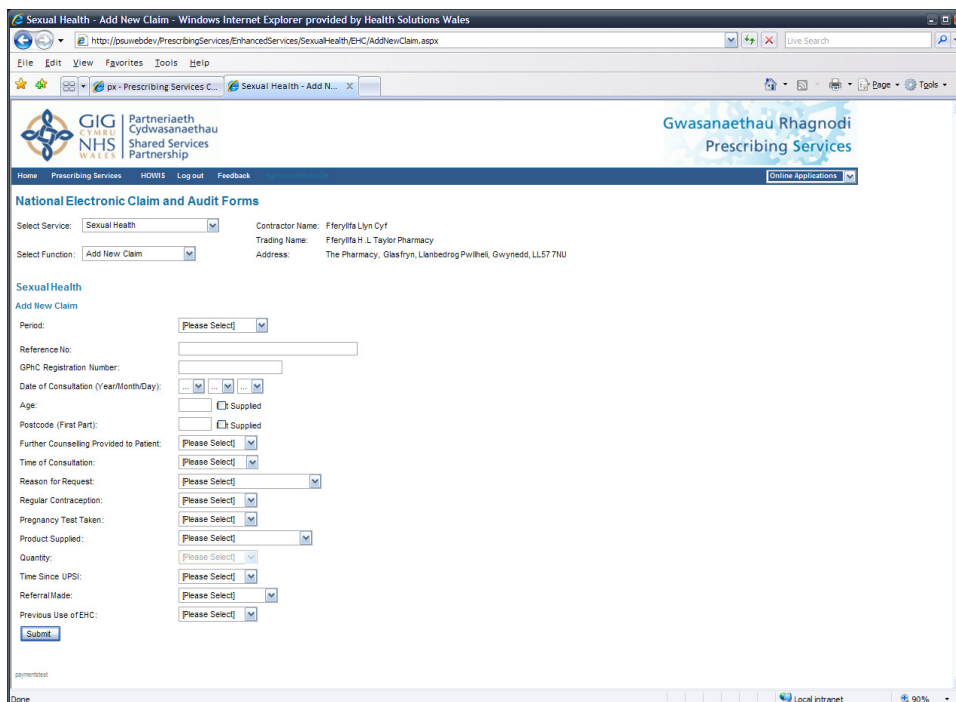
Once you have logged on, you will be directed to the *Prescribing Services Online Applications* homepage as seen below. To access the Electronic Claims, select **Enhanced Services** from the drop-down box on the right-hand side of the screen.



3. Sexual Health

3.1 Add New Claim

Select the function 'Add New Claim' from the drop-down list. You will be presented with the following screen:



The *Reference No* field is optional. All other fields are compulsory. Once each field has been completed with the correct information, click **Submit**. The claim will then be saved in the 'Current Month Claims' section.

3.2 Current Month Claims

Here you will see a list of existing claims for the current month. By default, the claims are listed in order of Claim ID. To view the claims in a different order, click on the relevant column headings. You may also view the details in a separate spreadsheet by clicking **Export To CSV**.

(i) Amend an existing claim

Click on the relevant Claim ID. This will take you to the claims page where you can edit the details.

Amend the details as necessary and click **Amend**. To return to the previous page without making amendments, click **Back**.

(ii) Delete an existing claim

Check the box next to the claim(s) you wish to delete and click the **Delete** button. A message box will appear to confirm your selection. Click OK and the table will then be updated.

3.3 Previous Months Claims

This section allows you to view all claims that have been made during previous months.

Select a month from the drop-down list to view its claims. When the claims have been paid, the box in the Paid column will be checked. If you wish to view these details in a separate spreadsheet, click **Export To CSV**.

Please note that amendments cannot be made to these claims.

3.4 Submitting Claims

Once you have entered all claims for the relevant month, they will be automatically sent to Prescribing Services for payment on the 5th of the following month. For example, claims for April 2011 will be automatically submitted on the 5th of May 2011, meaning you will be unable to enter any further claims for April after this date.

4. Contact

Should you have any queries or require assistance using the site, please email:

prescribing.management@wales.nhs.uk

Or contact Sandra or Jo on the following:

Sandra Hennefer	(029) 2050 2579
Joanna Arthur	(029) 2050 2415